UNITED
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Secretariat

ST/IC/1997/54
8 September 1997

INFORMATION CIRCULAR*

To: Members of the staff at Headquarters

From: The Assistant Secretary-General for Central Support Services

Subject: UNITED NATIONS GARAGE

1. Further to information circular ST/IC/1997/44 on the United Nations garage, phase I of the repairs to the garage has been completed.

2. Effective Tuesday, 9 September 1997, the parking areas that were closed for safety reasons during construction on the 1B and 2B levels will be reopened. This will return 64 spaces at the 1B level and 124 spaces at the 2B level to permanent use.

3. Further phases of the work will continue through 1998 and 1999.

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* Expiration date of the present circular: 31 August 2000.

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UNITED NATIONS **ST**

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ST/IC/1997/55
9 September 1997

INFORMATION CIRCULAR*

To: Members of the staff at Headquarters

From: The Assistant Secretary-General for Central Support Services

Subject: ARRANGEMENTS FOR ADMISSION TO THE PREMISES AT UNITED NATIONS HEADQUARTERS DURING THE FIFTY-SECOND SESSION OF THE GENERAL ASSEMBLY**

1. The present circular describes the arrangements that will be in effect at Headquarters for admission to the premises, as well as parking, catering facilities and commercial operations during the fifty-second session of the General Assembly.

Admission to Headquarters buildings

2. Staff members, affiliates and accredited members of non-governmental organizations and the information media will be admitted to the United Nations premises only upon presentation of a valid United Nations identification card (grounds pass) or laissez-passer. All are reminded that, in view of the need for heightened security measures, the provisions of Secretary-General's bulletin ST/SGB/259 of 2 July 1993 regarding the wearing of identification cards will be strictly enforced. It is the responsibility of staff members to ensure that their identification cards are current; expired cards will be replaced by the Pass and Identification Unit of the Security and Safety Service, located in the UNITAR building, ground floor, at 45th Street and First Avenue, upon presentation of an application obtained from the staff member's executive office. Staff members who arrive without their identification cards will be directed to the Visitors' Entrance at 46th Street, where they will be required to pass through a magnetometer. A day pass can be obtained at the information

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** Personnel Manual index No. 13112.

desk in the lobby of the General Assembly Building, upon verification of the staff member's identity. The hours of operation of the information desk are from 9 a.m. to 5.30 p.m.

Access to restricted areas

3. The second floors of both the General Assembly and the Conference Buildings are reserved for members of delegations, staff conducting official business in the area and accredited members of the information media, in accordance with established procedures. In all cases, valid United Nations identification will be required.

4. Access to the North Lounge and the General Assembly Hall will be permitted only upon presentation of an area-specific pass for the fifty-second session of the General Assembly, together with a United Nations grounds pass. Area-specific passes will be issued by the Pass and Identification Unit, under arrangements made by executive offices. Identification cards and area-specific passes are subject to verification by security officers and must be worn in such a manner as to be easily visible.

5. The South Lounge on the second floor of the Conference Building, excluding the adjoining Security Council Lounge, is open to staff members when the Security Council is not in session.

6. To the extent that space is available, staff members will be accorded access to the gallery seating areas of the General Assembly Hall and conference rooms, upon presentation of their grounds passes. On certain days, however, special arrangements may be in effect.

Admission of non-United Nations persons

7. Staff members are reminded of the existing security arrangements that require that all visitors on official business or invited guests, including family members, must enter through the Visitors' Entrance at 46th Street and pass through a magnetometer prior to requesting admission to the Secretariat Building at the information desk. An information assistant will verify the visit with the respective staff member, before a visitor's day pass will be issued. Visitors or guests, including children over the age of 17, will be required to submit a piece of personal identification bearing a photograph to the security officer stationed at the information desk. In order to avoid inconvenience, visitors and guests should be informed in advance that photo identification is required.

8. During peak periods of the General Assembly, staff members are urged to restrict visits by outside persons to those involving official business only. It will be the responsibility of each staff member to meet his or her guests, accompany them at all times and later escort them back to the public area in the General Assembly Building lobby. No guest will be permitted to enter restricted areas.

Tours

9. During the period from 22 September through 10 October 1997, regular guided tours will be conducted only on weekends. An abbreviated guided tour in the General Assembly Building lobby will be given on weekdays during that period.

Traffic in the Secretariat circle

10. Vehicular access through the gate at First Avenue and 43rd Street will continue to be restricted to vehicles of the Permanent Representatives to the United Nations; no other vehicles will be permitted access to the Secretariat circle. Exceptions will, however, be made for disabled persons upon appropriate certification by the Medical Service.

Parking

11. Parking for staff members in the garage will be limited to those staff members in possession of a regular parking permit only. When exigencies of service require the use of a vehicle, a limited number of temporary permits may be issued to staff members upon written justification by their executive offices and approval by the Garage Review Board. All holders of valid parking permits must ensure that they are prominently displayed and readily visible to security officers at entry points and while the vehicles are on the premises. Vehicles not displaying a valid permit may be towed off the premises for security and safety reasons. Passengers who are not in possession of valid United Nations identification must leave the vehicle before it enters the premises.

12. Vehicles other than those belonging to Permanent Representatives to the United Nations will be required to enter the garage via the 48th Street entrance. Vehicles may leave through the 42nd Street exit between 5 p.m. and 7 p.m., from Monday to Friday, or between 6 a.m. and 8 p.m., through the 48th Street entrance. At all other times, vehicles must exit through the main gate at 43rd Street. Traffic lanes on the service road and roadways in the garage must be kept free of stationary vehicles at all times.

13. **All vehicles entering the premises are subject to search.**

Dining room, other catering facilities and commercial operations

14. The hours of service for the Delegates' Dining Room are 11.30 a.m. to 2.30 p.m. Staff members are encouraged to make reservations for the Delegates' Dining Room (ext. 3-7625) for 11.30 a.m., 12 noon or after 2 p.m., since the demand at 1 p.m. is usually heavy. During the general debate, access to the Delegates' Dining Room for lunch will be restricted to persons holding valid United Nations grounds passes or laissez-passers. From 16 September until 10 October 1997, reservations for private dinners or receptions will be accepted only from permanent and observer missions or United Nations bodies. The Ex-press Bar on the third floor of the General Assembly Building may not be used for parties when the General Assembly is meeting.

15. Staff members whose lunch hour is not determined by the schedule of meetings are urged to use the cafeteria when it is least crowded, that is, before 12.45 p.m. and after 1.45 p.m. Alternative facilities in the following

areas may also be used: the Staff Cafe on the fourth floor, the UNCA Club on the third floor, the Vendery on the third floor of the General Assembly Building, the Coffee Shop in the first basement of the General Assembly Building (visitors' area), the cafeteria on the third floor of the UNDC-1 Building and the cafeteria located on the first floor of UNICEF House.

16. The hours of operation of the various facilities during the fifty-second session of the General Assembly will be as follows:

16 September to the end of the session

Cafeteria (Secretariat Building - first floor)

Monday-Friday	8 a.m.-8.30 p.m.
Saturday	9 a.m.-3 p.m.

UNCA Club (Secretariat Building - third floor)

Monday-Friday	9 a.m-4.30 p.m.

Staff Cafe (Conference Building - fourth floor)

Monday-Friday	12 noon-3 p.m.

Vendery (General Assembly Building - third floor)

Monday-Sunday	Open 24 hours

South Lounge (Conference Building - second floor)

Monday-Friday	11 a.m.-7.30 p.m.

North Lounge (Conference Building - second floor)

Monday-Friday (snack bar)	10 a.m.-5 p.m.
Monday-Friday (bar)	10 a.m.-8 p.m.

Delegates' Dining Room (Conference Building - fourth floor)

Monday-Friday	11.30 a.m.-2.30 p.m.

Coffee Shop (General Assembly Building concourse - first basement)

Monday-Sunday	8.30 a.m.-4.30 p.m.

Café Austria (General Assembly Building - first basement)

Monday-Friday	9 a.m.-6 p.m.

UNDC-1 Cafeteria (third floor)

Monday-Friday	8.30 a.m.-6 p.m.

UNICEF Cafeteria (UNICEF House - first floor)

Monday-Friday	8.30 a.m.-4.30 p.m.

Gift Centre (General Assembly Building concourse - first basement)

Monday-Sunday	9 a.m.-5.30 p.m.

UNPA Stamp Counter (General Assembly Building concourse - first basement)

Monday-Sunday	9 a.m.-5.30 p.m.

Bookshop (General Assembly Building concourse - first basement)

Monday-Sunday	9 a.m.-5.30 p.m.

UNITED
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Secretariat

ST/IC/1997/56
10 September 1997

INFORMATION CIRCULAR*

To: Members of the staff at Headquarters

From: The Assistant Secretary-General for Central Support Services

Subject: ADDITIONAL ARRANGEMENTS FOR ADMISSION TO THE PREMISES AT UNITED NATIONS HEADQUARTERS DURING THE FIFTY-SECOND SESSION OF THE GENERAL ASSEMBLY**

1. The present circular describes additional arrangements that will be in effect at Headquarters for admission to the premises during the fifty-second session of the General Assembly.

Closure of the garage

2. The garage will be closed for parking at 6 p.m. on Saturday, 20 September 1997, for security inspection, and will be reopened for authorized vehicles at 4 a.m., on Monday, 22 September 1997. All vehicles must be removed until the reopening of the garage is authorized. Remaining vehicles will be towed and stored at the owner's expense.

3. During the closure of the garage, arrangements have been made with the New York City Police Department to permit members of delegations, staff and affiliates to park their vehicles on East 34th Street to East 40th Street along First Avenue. Please note that this alternate parking arrangement is authorized only for the period from 6 p.m. Saturday, 20 September 1997, to 4 a.m. Monday, 22 September 1997.

4. Valid United Nations parking decals and garage parking permits should be displayed and will be honoured by the New York City Police Department.

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5. ALL VEHICLES ENTERING THE GARAGE ARE SUBJECT TO SEARCH.

Closure of First Avenue

6. The New York City Police Department has informed the Secretariat that it will close the section of First Avenue in front of the United Nations from 9 a.m. until 3 p.m. on Monday, 22 September 1997, to accommodate the motorcades of dignitaries. Members of delegations, staff and affiliates, upon presentation of their grounds passes, may cross First Avenue at either 42nd, 45th or 49th Street. The crossing point at 45th Street will be particularly congested, and it is therefore recommended that all pedestrians use the other two crossings. Furthermore, First Avenue will be closed to ALL pedestrian crossing between 9 and 10 a.m. During this time, the only entry point to the premises will be through the 48th Street entrance to the garage. Therefore, MEMBERS OF DELEGATIONS, STAFF AND AFFILIATES ARE STRONGLY URGED TO ARRIVE BEFORE 9 A.M. It may also become necessary to close the three street crossing points temporarily at various times throughout the day. United Nations security officers will be posted at those three check-points to assist the police in identifying members of delegations and United Nations staff. Such closings may also be necessary on short notice on other days during the fifty-second session of the General Assembly. To the extent possible, efforts will be made to inform the staff in advance of planned closings of First Avenue.

Access through the Delegates' Entrance

7. In order to enhance security during the period of the general debate, the gate at 45th Street and First Avenue and the Delegates' Entrance will be reserved for use by members of delegations. Staff members and affiliates are requested to use other access points.

8. The present circular should be read in conjunction with information circular ST/IC/1997/55, dated 9 September 1997, which provides information on arrangements for admission to the premises, as well as parking, catering facilities and commercial operations during the fifty-second session of the General Assembly.